

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Date/Time Stamp  
**RECEIVED**  
SECRETARY OF THE SENATE  
PUBLIC RECORDS  
17 OCT 16 PM 2:36

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Mike Henry

Employing Office/Committee: Kaine

Private Sponsor(s) (List all): The Pew Charitable Trusts

Travel Date(s): September 15-17, 2017

Description/Title of Attached Forms: RE-1 Form (final version)

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission  
must be amended with the Office of Public Records in SH-232.

10/16/17  
(Date)

Michael J. Henry  
(Signature of Traveler)

# EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

ETHIC AUG15'17PM 121

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Mike Henry

Employing Office/Committee: Office of Senator Tim Kaine

Private Sponsor(s) (list all): The Pew Charitable Trusts

Travel date(s): September 15-17, 2017

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Richmond, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

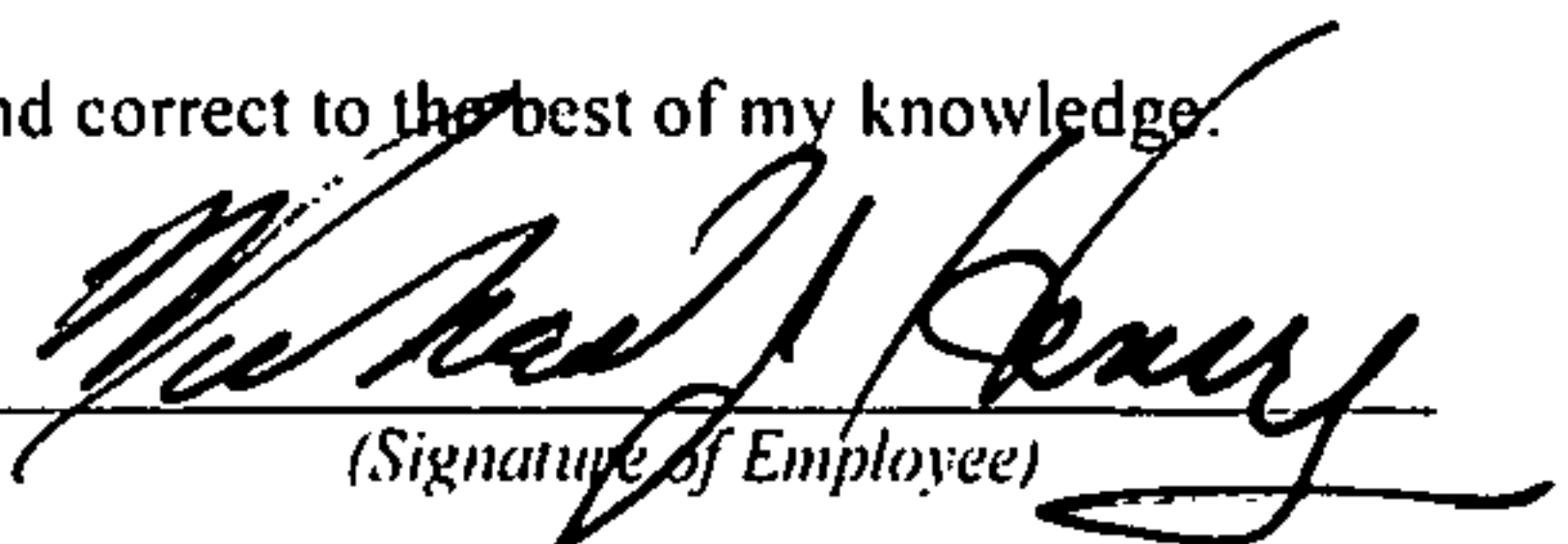
This retreat will be an opportunity to connect with Chiefs in other offices and help create professional relationships. These relationships will help in the future to further the Senator's work and create opportunities for bipartisanship and cooperation. The event is happening in Virginia so it is important I am there to represent my state. The speakers will also provide unique insight into topics that I tackle daily as a Senate Chief of Staff such as communications, new media, technology, and effective legislating.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge.

8/15/17  
(Date)

  
(Signature of Employee)

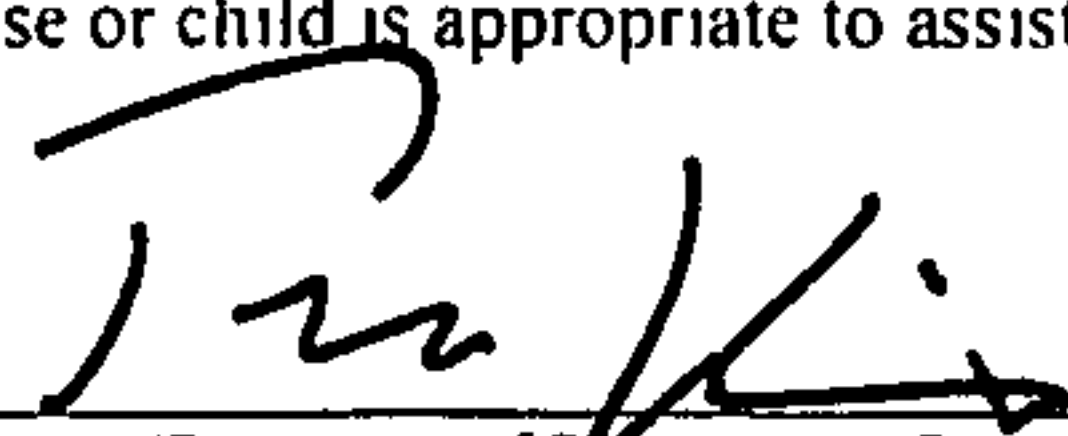
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Tim Kaine hereby authorize Mike Henry  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/15/17  
(Date)

  
(Signature of Supervising Senator/Officer)